

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

920 S. Kent St. - Suite "B" Liberty, MO 64068

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October 10, 2005

Ms. Pam Mason
Office of Clay Co. Clerk
One Courthouse Square - Adm. Bldg.
Liberty, MO 64068

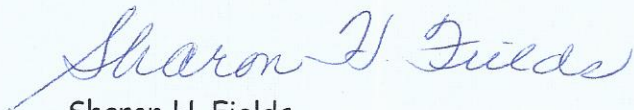
Dear Pam:

Enclosed are copies of meeting minutes approved at the 9/27/2005 board meeting:

August 30, 2005 - Regular Board Meeting

Thanks for your help in placing these minutes in your files.

Sincerely,



Sharon H. Fields
Director

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**MINUTES OF
DEVELOPMENTAL DISABILITIES RESOURCE BOARD
OF CLAY COUNTY**

August 30, 2005

The August meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 7:00 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Glynda Jacobson, Chairman.

Present were: Gail Brown, Karla Duff-Mallams, Steve Elliott, Gerald Gorman, Norman Guettermann, Glynda Jacobson and Mary Olshefski. Lorry Kelly and Janey Taylor were excused from the meeting. Also present was Sharon Fields, Director.

Guests present and signing in:

Nancy Miller	Immacolata Manor
Wendy Witcig	Triality
Jerry Tindall	Vocational Services
Jill Bartlett	Northland Early Education Center
Andrea Linville	TNC Community
Charles Wheeler	Kansas City Regional Center
Jim Huffman	Concerned Care

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies

Correspondence:

- Letter from Missouri State Tax Commission: Property appeals filed for 2005
- Department of Mental Health notice: 3% increase for residential/day habilitation providers
- Pathways Fall 2005 newsletter
- Vocational Services consumer awards: 9/1 at NKC and 9/2 at Liberty; CARF survey report for 3-year accreditation through May 2008
- Northland Early Education Center: 4th annual ranch party fund raiser on 9/10
- Immacolata Manor: Summer 2005 newsletter
- TNC Community: Summer 2005 newsletter and letter to KCRC to expand residential services in Clay County
- Jewish Vocational Service: Summer 2005 newsletter
- Triality: Summer 2005 newsletter

APPROVAL OF THE MINUTES

Mary moved and Gail seconded that the minutes of the Tuesday, June 28, 2005 Regular Board Meeting be approved. The motion passed unanimously.

TREASURER'S REPORT

Sharon read the Treasurer's Reports in Lorry's absence:

As of June 30, cash assets were \$274,370.28 in checking, \$1,845,090.06 in long-term investments and \$3,189,819.22 in short-term investments for a total in checking/savings of \$5,309,279.56. Total assets were \$6,927,789.71. Total liabilities and equity were \$6,927,789.71. Income for the month of June was \$59,584.60. Total expenses for the month of June were \$331,797.18. June expenses in excess of income were \$279,391.58. Year-to-date income was \$4,224,690.64. Year-to-date expenses were \$1,662,925.03. Total year-to-date income was \$2,537,201.61.

As of July 31, cash assets were \$239,804.51 in checking, \$1,845,090.06 in long-term investments and \$2,829,819.22 in short-term investments for a total in checking/savings of \$4,914,713.79. Total assets were \$6,533,223.94. Total liabilities and equity were \$6,533,223.94. Income for the month of July was \$39,375.13. Total expenses for the month of July were \$433,289.57. July expenses in excess of income were \$396,046.44. Year-to-date income was \$4,264,065.77. Year-to-date expenses were \$2,096,214.60. Total year-to-date income was \$2,141,155.17.

Steve moved and Mary seconded that the Treasurer's Reports for June and July be approved as read. The motion passed unanimously.

Changes to the July 2005 balance sheet were documented to reflect the recommendations made by Bruce Culley. Also, the Annual Budget Report was revised to include MEHTAP income for the remainder of 2005. There were no questions or objections to these changes.

EXECUTIVE SECRETARY'S REPORT

Distributed at the meeting were 2nd quarter 2005 agency reports, 2004 financial audit and policy manuals revised at the 6/28/05 board meeting: Bylaws, Employee Personnel Policies, Funding Policy and Procedure Manual, Supported Employment Transportation and Workshop/Day Program Transportation. The Board was awarded \$15,924 on the MEHTAP grant effective 7/1/05 through 6/30/06. This will be used to offset the cost of transportation.

An update was provided on the progress made in getting individuals eligible for services through KCRC. Also, documentation was provided on the eligibility check for Concerned Care group home, apartment, ISL and ILAP programs. Two persons were determined ineligible in the ILAP program. A total of 3 persons have been determined ineligible to date; these individuals will not be funded after 1/1/2006. The Board suggested writing a thank you letter to Mary Lee Thomas at KCRC for her time spent on this task over and above what would normally be expected to serve Clay County residents.

The annual MACDDS conference is scheduled for October 20-21 at the Lodge of the Four Seasons in Lake of the Ozarks. Tentatively scheduled to attend are Glynda, Mary and Sharon.

COMMITTEE REPORTS:

Executive Committee

There will be a closed meeting on September 27 at 6:30 p.m. to discuss personnel matters. Glynda followed-up with those who had not returned the evaluation forms to her.

Finance Committee

The Finance Committee did not meet prior to the board meeting.

Review Financial Requests:

DDRB Insurance Renewals: 8/15/05 – 8/15/06: Philadelphia Insurance Companies

1. Commercial Non-Profit Package & Umbrella Policies

The Board's commercial liability and umbrella policies covering all DDRB properties are due for renewal at the annual costs show below. The funds would be taken from #5000:0120 Insurance.

Comm. Liability Policy	\$17,281 includes terrorism risk
Umbrella Policy	+ 1,945
Total Cost	\$19,226

Comm. Liability Policy	\$17,203 without terrorism risk
Umbrella Policy	+ 1,945
Total Cost	\$19,148

2. Directors & Officers Policy

The Directors & Officers Policy #PHSD147525 coverage is due for renewal at a cost of \$2,624. The funds would be taken from Account #5000:0120 Insurance.

DDRB Insurance Renewals – 10/12/05 – 10/12/06: Chubb Insurance Company

3. Crime Policy (Previously Employee Dishonesty/Depositors Forgery Bonds)

Cretcher-Lynch & Co. submitted an invoice in the amount of \$1,500 to renew the Board's crime policy. Funds would be taken from Account #5000:0120 Insurance.

4. Workers Compensation Policy #37-WEC-JJ2724: 5/8/04 to 5/8/05: The Hartford

The Hartford billed an additional \$40 on the above policy after the annual workers compensation audit was completed. The \$40 is payment for the difference between the actual premium due and the estimated premium paid when the policy was renewed.

Gerald moved and Steve seconded that the Board approve payment to:

Philadelphia Insurance Company in the amount of

\$17,203 for the commercial liability policy without the terrorism risk

\$1,945 for the commercial umbrella policy

\$2,624 for the directors and officers policy

Chubb Insurance Company in the amount of

\$1,500 for the crime policy and

The Hartford in the amount of

\$40 to cover additional amount due on workers compensation
policy for 2004-2005.

Voting yes: Gail, Karla, Steve, Gerald, Norman, Glynda and Mary.

The motion passed.

Residential Services Committee

No report.

Employment/Training Committee

No report.

Support Services / Transportation Committee

No report.

Gail moved and Mary seconded the minutes of the Tuesday, June 28, 2005 Support Services/Transportation Committee Meeting be approved. The motion passed unanimously.

Long Range Planning Committee

The Long Range Planning Committee met prior to the board meeting. The Committee agreed that a consultant was needed to gather statistics and make recommendations on the types of services needed for the aging population in the future. The Board concurred. Mary will be responsible for the search to locate a consultant.

Property Maintenance Committee

The Board was provided with an update on projects completed by Modern Age Remodeling.

OLD BUSINESS:

None.

NEW BUSINESS:

Set the Levy for 2005

The 2005 Tax Rate Summary Page, Forms A, B and C submitted to the Clay County Clerk's Office on August 11 were forwarded to the State Auditor's Office for verification that the tax ceiling of \$.1191 set by the DDRB would be in compliance with Missouri laws. The State Auditor's Office responded with their Certification Letter dated August 25; the rate of \$0.1191 complies with Missouri laws.

Gerald moved and Mary seconded that the Board request that the Clay County Commission set the DDRB levy for the year 2005 at \$.1191. The motion passed unanimously.

CEADD Letter of Intent

CEADD requested a letter of intent be sent to the Metropolitan Community College Board stating that the DDRB is considering CEADD's budget request for 2006. This is not a definite commitment for funds. The DDRB was asked and agreed to write a similar letter last year.

Gerald moved and Steve seconded that the DDRB send the proposed letter of intent to the Metropolitan Community College for funding consideration in year 2006. The motion passed unanimously.

COMMUNICATIONS: Guests

Northland Early Education Center has hired a full time development director who will be responsible for grant writing, planning special events and publishing and their newsletters and bulletins.

TNC will have two UMKC students assigned to them for one year who will work with client programming and research projects.

**Developmental Disabilities Resource
Board of Clay County
August 30, 2005
Page 6**

Triality raised \$10,000 on their first annual motorcycle run. The Tots program will host a walk/run fund raiser on October 29 at Zona Rosa.

Karl Morris is leaving Concerned Care at the end of this year. The organization is hosting a roast and toast function on November 4 at Finnigan's.

As there were no further discussions, the meeting was adjourned at approximately 7:35 p.m.

Respectfully submitted,

Mary Olshefski
Secretary